

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DEPUTY CITY ATTORNEY I

PERSONNEL COMMISSION APPROVAL: DECEMBER 18, 2019 (REVISED)

COUNCIL APPROVAL: APRIL 2004

JOB CODE: 0081

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: MEO

FLSA STATUS: EXEMPT

EEOC CODE: PROFESSIONAL

JOB SUMMARY

Under general direction from the City Attorney and Chief Assistant City Attorneys, performs a wide range of professional legal duties ranging in difficulty from routine to intermediate complexity depending on the level of assignment. All attorneys who work in the office are expected to be highly competent and professional attorneys, taking a high level of ownership of his or her work, and be able to deliver, in a professional manner at all times, high quality work product and results, efficiently.

SUPERVISION RECEIVED FROM:

Reports to: City Attorney or Chief Assistant City Attorneys, as specified.

DISTINGUISHING CHARACTERISTICS

Deputy City Attorney I is the entry-level classification in the Deputy City Attorney series. Differs from Deputy City Attorney II in that Deputy City Attorney I requires knowledge of the profession's basic principles and theories to perform routine legal work while Deputy City Attorney II performs the full range of legal work commensurate with experience requirements.

EXAMPLES OF ESSENTIAL DUTIES

- Timely responds to the needs presented while working in the City Attorney's Office in a professional, responsible, efficient manner in accordance with office policy as set by the City Attorney;
- Performs a full range of legal research, writing, and other law-related transactional duties;
- Drafts, reviews, and negotiates leases, contracts, and agreements;

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- Drafts, reviews, evaluates, revises, and recommends City ordinances, resolutions, policies and procedures;
- Performs legal research, analysis, interprets laws, rulings and regulations, and prepares legal opinions to departments, boards, commissions, agencies and established committees as directed by the City Attorney or the Chief Assistant City Attorneys;
- Attends meetings with City staff and/or members of the public on behalf of the City and provides legal advice during the meetings as directed by the City Attorney or the Chief Assistant City Attorneys;
- Handles all aspects of assigned cases or claims including investigation, pleading preparation, discovery, law and motion, court appearances, settlement negotiations, legal research, witness preparation, and trials for tort defense, writ actions, Pitchess motions, appellate work, civil rights actions, code enforcement, nuisance abatement, administrative actions, and employee grievances, as directed by the City Attorney or the Chief Assistant City Attorneys;
- May supervise support staff and interns, provide work assignments and direction, review and evaluate work product as directed by the City Attorney or the Chief Assistant City Attorneys;
- Attends and participates in professional groups and committees;
- Responds to citizen inquiries regarding various types of legal issues including those concerning City business;
- Attends professional training to stay abreast of industry best practices;
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required;
- Commutes or travels to offsite locations for work within and outside the City;
- Performs other related duties as assigned

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Laws, legal principles, practices, and procedures of civil, criminal, constitutional, and administrative law

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- Judicial procedures and rules of evidence
- Duties, powers, and limitations of a city government
- Methods and techniques of legal research, competent legal analysis, writing and grammar
- Pertinent Federal, State, and local laws, codes, and regulations

Ability to:

- Maintain and demonstrate in all conduct and work a high level of professionalism, responsibility, and efficiency
- Be a skilled communicator who can translate complex or technical information into understandable terms and communicate concisely and clearly both orally and in writing
- Perform a variety of legal work in assigned area of practice
- Be dependable, self-motivated, highly ethical, and ready to provide competent and practical legal advice on a range of municipal topics
- Conduct high-level legal research, analysis, and writing
- Apply statutes and codes applicable to civil proceedings
- Properly interpret and make decisions advancing the best interest of the City in accordance with laws, regulations, and policies
- Present statements of law, fact, and argument clearly and logically
- Effectively apply legal knowledge and principles in court
- Prepare clear and concise legal documents and briefs
- Establish and maintain positive and effective working relationships in the course of work and across departments

Education: Graduation from a law school accredited by the American Bar Association with a Juris Doctorate degree.

Experience: Two (2) years' experience as a practicing attorney, preferably within a municipal law office or a private firm that has contracted with a public agency for legal services.

License/Certifications: Possession of valid California Class C driver license and an acceptable driving record are required by time of appointment and throughout employment.

Current member in good standing with the California State Bar Association.

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SPECIAL CONDITIONS

Employees are required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

FLEXIBLE STAFFING/RECLASSIFICATION

At the discretion of the City Attorney, positions may be filled at the level of Deputy City Attorney I, Deputy City Attorney II or Deputy City Attorney III depending upon the level of skill and experience required of the department.

Deputy City Attorney I incumbents may be recommended for reclassification upon meeting the minimum qualifications of Deputy City Attorney II, specifically:

Three (3) years' experience as a practicing attorney, preferably within a municipal law office or a private firm that has contracted with a public agency for legal services.

Reclassification is not automatic. Consideration is subject to the review, recommendation and approval of the City Attorney based upon operational and staffing requirements.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed primarily indoors. The incumbent sits for prolonged periods. Stands and walks to retrieve work files or to other departments or office locations. Leans, bends and stoops to perform work behind a desk or to retrieve information. Pushes, turns or twists to move chair or body from desk. Reaches to place or retrieve files or open file drawers or cabinets. Light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard. Requires near vision in reading correspondence, plans, specifications, legal documents and other information. Acute hearing and oral skills required when communicating by telephone or in person.

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Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Rev. Nov 2019/pa

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